

**NCCC  
WORKFORCE DEVELOPMENT BOARD  
MINUTES**

May 18, 2023

**1. CALL TO ORDER**

The meeting was called to order by Workforce Development Board (WDB) Chair John Fleming at 2:00 pm at the Ampla Health Board Room in Yuba City.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL – Governing Board: Quorum not present; WDB: Quorum present**

**Governing Board Members Present:** Daurice Kalfsbeek Smith, Andy Vasquez (alt)

**Governing Board Members Absent:** Nick Micheli, Jim Yoder

**Workforce Investment Board Members Present:** Jeff Armstrong, Lee Bishop, Glenn Denno, Tawny Dotson, Ben Felt, John Fleming, Neil Goforth, Ron Moore, Lorilee Niesen, Leslie Rubalcava, Brynda Stranix, Tom Williams

**Workforce Investment Board Members Absent:** Andre Carrao, Fortino Curiel, Margaret Fernandez, Matt Goody

**4. WELCOME**

**5. PUBLIC COMMENT**

There were no comments from the public.

**6. WORKFORCE DEVELOPMENT BOARD APPOINTMENTS**

No action taken due to lack of a Governing Board quorum.

**7. GOVERNING BOARD CHAIR PASSES MEETING OVER TO WDB CHAIR – Not Applicable**

**8. APPROVAL OF MINUTES**

**WDB Action:** Motion-Lee Bishop, second-Tom Williams; WDB approved the minutes of the February 16, 2023 board meeting as presented. Lorilee Niesen abstained. *Motion Carried by roll call vote.*

**9. DIRECTOR'S REPORT**

**Grant Funding Update:** Cindy Newton reported on NCCC's special grant funding.

- NCCC received its allocation for the regional Prison to Employment grant of \$144,469 to serve individuals coming out of prison and other justice-involved individuals.

- NCCC received its allocation for the Regional Equity and Recovery Partnerships grant of \$255,937 to serve eligible low income English Language Learner individuals.
- NCCC was awarded \$990,000 for the HRCC Construction Pre-Apprenticeship Program grant. Instruction will begin soon with classes being provided at the Yuba Shasta JATC Training #228 in Marysville and at the IBEW Local 340 in Redding. Nine MC-3 classes will be held over the three-year grant period.
- Notification is pending on the awarding of the High Road Training Partnership Health Care grant. NCCC applied for over \$4 million in partnership with NCCC education and training providers to provide training in medical careers.
- NCCC applied for an English Language Learner grant over \$3 million in collaboration with NCCC education and training providers to provide vocational training and English as a Second Language classes.
- Grant applications that were submitted for the ERiCA-Childcare and ERiCA-Outreach projects were not funded.

State/Regional/Local Monitoring: EDD has not conducted any program or fiscal reviews this year and no reviews have been scheduled thus far.

Funding Allocations: NCCC has not yet heard from DOL or the State on Adult, Youth and Dislocated Worker funding allocations for next program year.

## **10. NCCC WORKFORCE DEVELOPMENT BOARD RECERTIFICATION PYs 2023-2025**

Cindy Newton stated WIOA requires the Governor to recertify local workforce areas and their respective workforce development board every two years. A Local Board must have performed successfully, sustained fiscal integrity, and met membership requirements to receive recertification. NCCC has met the first two requirements. Due to absence of a quorum of the Governing Board new WDB appointments could not be made today. It is expected that NCCC will have a full board composition when new and reappointments to NCCC's Workforce Development Board are made by the Governing Board at their next meeting.

**WDB Action:** Motion-Ron Moore, second-Neil Goforth; WDB approved the Application for Local Area Designation and Local Board Recertification for submission to the State. *Motion Carried by roll call vote.*

## **11. APPROVAL OF NEW GRANT APPLICATIONS**

- SEVERE WINTER STORM NDWG

Liz Barber presented the 2022 Severe Winter Storm NDWG grant application. Only Colusa County has elected to participate in this grant. Colusa County AJCC will work with the Cities of Colusa and Williams, Reclamation District 108, Colusa County Fairgrounds and Colusa County Water District to recruit dislocated workers to participate in temporary jobs. NCCC is requesting \$900,000 to serve 30 participants for the grant period 5/1/2023-6/30/2025.

- ENGLISH LANGUAGE LEARNER INTEGRATED EDUCATION & TRAINING

Cindy Newton presented the English Language Learner Integrated Education & Training (ELL IET) grant application. All four counties are participating in this project and it will incorporate Vocational English as a Second Language (VESL). This program will focus on career exploration and providing VESL in a chosen career. Training will be provided in the Healthcare, Leisure & Hospitality, and Manufacturing & Transportation industries for various occupations. NCCC is requesting \$3,435,003 to serve 260 participants for the grant period of 7/1/2023-6/30/2027.

- High Road Training Partnership (H RTP) – Health Care

Cindy Newton presented the High Road Training Partnership (H RTP) Health Care grant application. Funds from this grant will be used to develop new vocational trainings and expand existing trainings in the Health Care industry. NCCC is requesting \$4,894,382 to serve 520 participants for the grant period of 1/1/2024-12/31/2027.

**WDB Action:** Motion-Tom Williams, second-Ron Moore; WDB approved the 2022 Severe Winter Storm NDWG, ELL IET and H RTP Health Care grant applications and authorized the Executive Director to finalize any award to NCCC. Motion Carried by roll call vote.

## **12. ACCEPTANCE OF FY 2021/2022 SINGLE AUDIT REPORT**

Hiep Pham of R.J. Ricciardi, Inc. CPAs presented NCCC’s Single Audit Report for the period of July 1, 2021 through June 30, 2022. Hiep Pham stated the audit issues three opinions – the Independent Auditor’s Report, Government Auditing Standards and Single Audit Report. The audit was an unmodified, clean report with no material weaknesses, significant deficiencies or instances of noncompliance. Hiep reviewed Financial Statements, Revenues and Expenses and a 5-year Trends and Analysis. Seven standard audit adjustments were proposed but nothing uncommon was noted. Hiep Pham thanked NCCC staff for their help during the audit and making the audit run efficiently.

**WDB Action:** Motion-Ben Felt, second-Neil Goforth; WDB accepted the FY 2021/2022 Single Audit Report as presented. Motion Carried by roll call vote.

## **13. APPROVAL OF FISCAL COMMITTEE REPORT**

NCCC Fiscal Officer Cheryl Baxter reviewed NCCC’s Fiscal Committee Report.

**Training Requirement:** Training expenditures were reviewed and found to be on track for this program year at 20.3%.

**FY 2023/2024 NCCC Administration Budget and WDB/Governing Board Budget:** The projected budget allocations for FY 2023/24 were reviewed which included projected carry over, estimated formula funds and new grants and/or increase requests. The proposed NCCC Administration Budget and WDB/Governing Board Budget was presented with a combined total of \$903,480.

**WDB Action:** Motion-Leslie Rubalcava, second-Ron Moore; WDB approved NCCC's FY 2023/2024 Administration Budget and WDB/Governing Board Budget as presented in the Fiscal Committee Report. Motion Carried by roll call vote.

#### **14. YUBA RIVER MOULDING & MILLWORK PRESENTATION**

WD Board Member Tom Williams, President and General Manager of Yuba River Moulding & Millwork, gave a presentation about his Yuba County business that was established in 1977. Tom spoke about the history and development of Yuba River Moulding. He talked about how aggressive foreign competition has affected his industry. Tom said currently he has several entry level positions available but is finding it difficult to fill them. Due to minimum wage laws and societal changes lower level factory jobs are not the caliber of jobs years ago. Tom talked about the decline in quality of today's workforce and felt that what is lacking is good work ethic. He believes society needs to make a societal shift back towards good work ethic to make a more productive workforce. A lengthy discussion was held among members about the need to improve work ethic in youth and the workforce. It was decided that a lunch meeting will take place at noon where board members will learn about the One Stop Center's function and take a tour of the facility. This meeting will be held on August 17<sup>th</sup> from noon-1:30pm at the Yuba County One Stop in Marysville, and the full board meeting will follow at 2:00 pm.

#### **15. PROGRAM PERFORMANCE REPORT**

Cindy Newton reviewed program performance outcomes for the third quarter. Planned numbers were exceeded in the Adult and Youth programs. Dislocated Worker outcomes were low due to there not being many layoffs. NCCC's special grants projects: The Yuba County Wildfire grant is winding down and is exceeding planned numbers; the COVID-19 and the Pre-Apprenticeship Construction grants ended successfully; numbers for the QUEST, NDWG CAREER, WAF and Equity & Special Populations grants were also reported.

#### **16. SERVICE PROVIDER PROGRAM UPDATES**

Upward Bound (UB): Upward Bound's Director Maria Moreno explained how Upward Bound contracts with NCCC to provide services to low income and first generation students at CSU, Chico. Maria mentioned some of the workshops, curriculum and work experience activities provided in the UB Program. WDB members were invited to participate in UB's Annual Career Fair on Friday, June 23, 2023. The event will be held from 9:00 to 11:00 am in Colusa Hall on Chico State's campus.

Colusa One Stop/AJCC: Colusa County One Stop Director Angie O'Canas did not attend today's meeting due to illness.

Glenn County One Stop/AJCC: Glenn County Community Action Manager Yassi Lam did not attend today's meeting, so Liz Barber reported on her behalf. Staff participated in a 2-day Community Health and Resources event in Willows and Grindstone Rancheria and a Child & Family Resource Fair in April. Glenn AJCC co-facilitated a resume building workshop and an interviewing skills workshop leading up to their Glenn County Job Fair on April 26. There were about 20 employers

and organizations represented and close to 100 job seekers attended. Thank you to EDD's Glenn Denno and his team for their support. Glenn AJCC sponsored about 15 students in Medical Assistant training at GCOE. Several more graduates are expected in Welding, Truck Driving, Phlebotomist, Dental Assistant and Vet Tech. Also, sponsored 3 In-School Youth in Work Experience activities and enrolled about 15 students in Upward Bound. Rapid Response activities included several small layoffs, a retail store moving online and Musco Olives. Received a WARN Notice early this week for CalPlant, a major Ag manufacturer in Willows. About 115 layoffs are expected by July 14<sup>th</sup>. Three Glenn County AJCC employees were recognized for their one year work anniversary.

Sutter One Stop/AJCC: Sutter County One Stop Director Rinky Basi echoed earlier comments about teaching work ethics. Rinky commented that a Wheatland school teacher brought a group of students to a job fair in April and River Valley High is working with the Chamber on a work ready certificate. To continue this dialogue Rinky suggested bringing in Superintendents and Principals from area high schools to talk about what is being offered at their schools and to receive feedback from this board. Rinky stated Sutter County One Stop has a very successful Work Experience program with about 54 clients currently participating in Work Experience activities. There are over 200 individuals enrolled in various occupational trainings and about 604 individuals have attended various workshops from July 2022 to March 2023. Rinky said Sutter One Stop staff talk to and listen to job seekers and businesses about their needs and how they can respond to those needs. Leslie Rubalcava commended Rinky Basi and her staff for their collaboration efforts with the Department of Rehabilitation.

Yuba One Stop/AJCC: Yuba One Stop Director Caron Job did not attend today's meeting due to illness, so Liz Barber reported on her behalf. Yuba AJCC has been busy with job fairs, community outreach, recruiting and high school events. Just completed 2 days of mock interviews for the Career class at Wheatland High School. Re-established relationship with Pride Industries and connected them with over 10 clients who were sent to on the job support workgroup or hired at Beale AFB to work in various positions. Yuba County AJCC continues to conduct workshops that address needed soft skills for employment. The workshops are offered virtually as well as in person. Gearing up to enroll and assist new students into Yuba College and assisting clients newly graduated from training in finding employment. Recruiting for Pre-Apprenticeship program and have 14 potential students. Staff is preparing for an upcoming Employment and Resource Fair on June 29<sup>th</sup> at the Yuba County Government Center. Staff will be attending the Farmers Market in Brownsville weekly to reach out to the foothill communities. Success story: A youth client with a disability was placed in Work Experience and hired but thereafter hours were drastically reduced. Staff then connected him with Pride Industries and he was hired full-time in the commissary at Beale AFB. Glenn Denno also shared a Work Experience success story.

## **17. OTHER BUSINESS**

John Fleming thanked everyone for attending today's meeting.

Next Board Meeting: The next joint NCCC Board meeting will be August 17, 2023 at the Yuba County One Stop in Marysville. A working lunch will take place at noon followed by the full board meeting at 2:00 pm.

